



## Food Establishment Plan Submittal Instructions

Congratulations! You are proposing to build or remodel a food establishment in Michigan. Submit your plan review package to the local health department or Michigan Department of Agriculture regional office that will be conducting the plan review. All of the following items must be completed and compiled into a single package or the plan review may get delayed as additional material is requested. For further information, see the plan review manual.

### 1. Application

**2. Any necessary plan review fees. Contact your local health department or regional MDA office for the applicable fee.**

### 3. Completed Plan Review Worksheet

- Worksheet and guidance manual copies are available from any health department, MDA Regional Office or on the web at: <http://www.michigan.gov/mda>, keyword: Industry.

### 4. Menu

- If your facility does not have a formal, set menu, such as a school with a rotating menu, submit representative sample menus or a list of foods offered for sale or service.

### 5. Standard Operating Procedures (SOP's)

- Include a copy of any available standard procedures your operation will use regarding employee health, employee practices, hand washing, cleaning, and utensil washing. You may submit an inventory if there are numerous large documents, and training videos. Special Transitory Food Units (STFU's) must submit a SOP.

**6. One Complete set of plans.** (note: some local health departments require two sets of plans). Provide scaled plans (1/4" per foot is a normal, easy to read scale). Show:

- Proposed layout, with equipment identified. Label sinks and prep tables with their intended use.
- Mechanical plan (i.e. make-up air systems, air balance schedule and cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing: hand sinks, food preparation sink, dishwashing sinks and machines, water supply piping, hot water equipment, sewer drains, grease traps and floor sinks.
- Construction materials of such items as custom cabinets and any other built-in items.
- Interior room finish schedules.
- Lighting plan, indicating which lights are shielded.
- Site Plan, including:
  - Details of outside garbage storage area and containers, as well as exterior storage areas.
  - On-site water well and sewage disposal system data

### 7. Specifications

- Include manufacturer's specifications for each piece of equipment. Minimum information for each piece of equipment includes the following (note: the manufacturer's specification or "cut" sheet typically provides most of this information):
  - Type
  - Manufacturer
  - Model number
  - Dimensions
  - Performance capacity
  - Indicate how equipment will be installed (i.e. on leg or wheels, fixed or flexible utility connections)
  - Indicate which items are used equipment and what equipment is NSF approved or equivalent.
  - Sanitation Standard Operating Procedures (SSOP'S): Include any available cleaning and maintenance instructions for food processing, cutting and grinding equipment.

## Food Establishment Plan Review Process

